

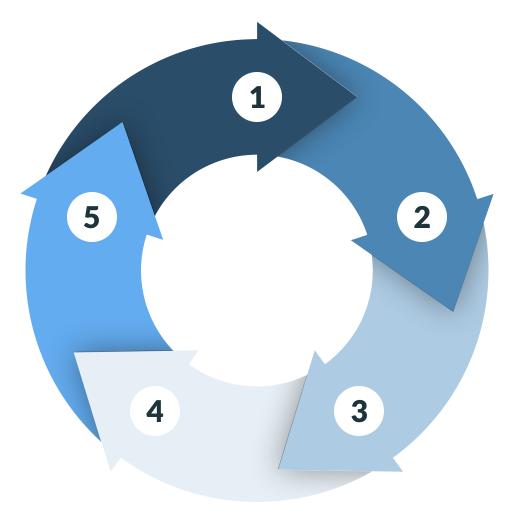
Sample Neurodiversity Action Plan

March 2025



Neurodiversity is a beautiful thing, and workplaces should be designed to empower and support it.

Five Phases of Neurodiversity Inclusion



- 1 Phase 1: Assessment and Awareness (Months 1-3)
- **Phase 2:** Policy Development and Environmental Adjustments (Months 4-6)
- **Phase 3:** Support Systems and Employee Development (Months 7-12)
- **Phase 4:** Recognition and Advancement (Months 13-18)
- **Phase 5:** Review, Refine, and Sustain (Months 19-24 and Beyond)



Phase 1: Assessment and Awareness (Months 1-3)

Objective: Establish a foundational understanding of neurodiversity and assess current workplace practices.

1. Conduct a Workplace Assessment

- Review existing diversity, equity, and inclusion (DEI) policies to assess support for neurodivergent employees.
- Survey employees anonymously to understand current perceptions and experiences related to neurodiversity.

2. Provide Leadership Training

 Train managers and HR staff on neurodiversity, unconscious bias, and inclusive leadership practices.

3. Raise Awareness Across the Organisation

- Host company-wide workshops and awareness sessions to educate staff about neurodiversity.
- Share internal communications (e.g., newsletters, posters) highlighting the benefits of neurodivergent inclusion.

- Completion of the workplace assessment.
- 80% of leadership trained on neurodiversity awareness.
- At least 1
 awareness
 campaign
 launched.



Phase 2: Policy Development and Environmental Adjustments (Months 4-6)

Objective: Create inclusive policies and adjust the physical and digital environment to support neurodivergent employees.

1. Develop Inclusive Policies

- Update DEI policies to explicitly include neurodiversity.
- Establish a formal reasonable adjustments policy for accommodations (e.g., flexible working hours, quiet spaces).

2. Improve Physical and Digital Workspaces

- Introduce sensory-friendly spaces (e.g., quiet rooms, adjustable lighting).
- Ensure digital tools (software, intranet) are accessible for all employees.

3. Revise Hiring Practices

- Implement alternative assessment methods (e.g., practical tasks, extended interviews) for neurodivergent candidates.
- Provide interview training for hiring managers focused on reducing bias.

- Updated DEI and accommodations policies published.
- At least 2 sensoryfriendly adjustments implemented.
- Revised hiring guidelines launched.



Phase 3: Support Systems and Employee Development (Months 7-12)

Objective: Establish ongoing support mechanisms and foster career development for neurodivergent employees.

1. Create Support Structures

- Launch a Neurodiversity
 Employee Resource
 Group (ERG).
- Establish a mentorship or buddy program for neurodivergent employees.

2. Offer Personalised Development Opportunities

- Provide individual career development plans focused on employee strengths and interests.
- Offer specialised training (e.g., leadership, technical skills) for neurodivergent employees.

3. Regular Check-ins and Feedback Loops

- Schedule structured oneon-one check-ins for neurodivergent employees with managers.
- Implement anonymous feedback channels to gather suggestions and address concerns.

- ERG established with at least 10 active members.
- 80% of neurodivergent employees paired with a mentor or buddy.
- Individual development plans created for all neurodivergent employees.



Phase 4: Recognition and Advancement (Months 13-18)

Objective: Acknowledge contributions, support advancement, and promote leadership opportunities for neurodivergent employees.

1. Celebrate Achievements

- Launch a recognition program that highlights the achievements of neurodivergent employees.
- Celebrate Neurodiversity
 Celebration Week or similar events.

2. Promote Advancement Opportunities

- Offer leadership training for neurodivergent employees.
- Create pathways for career progression based on individual strengths and performance.

3. Amplify Employee Voices

- Involve neurodivergent employees in policy reviews and feedback sessions.
- Invite neurodivergent employees to share their experiences through internal talks or panels.

- At least 2
 neurodivergent
 employees
 promoted or
 recognised in
 leadership
 programs.
- Participation in at least 1 industry neurodiversity event.
- Regular employee feedback sessions conducted.



Phase 5: Review, Refine, and Sustain (Months 19-24 and Beyond)

Objective: Measure the impact of neurodiversity initiatives and integrate inclusion practices into long-term organisational strategy.

1. Evaluate Program Success

- Conduct follow-up surveys and focus groups with neurodivergent employees and their managers.
- Analyse employee retention, job satisfaction, and productivity rates among neurodivergent staff.

2. Refine Policies and Practices

- Adjust policies based on feedback and new research on neurodiversity inclusion.
- Offer refresher training for all employees on inclusive practices.

3. Embed Inclusion in Company Culture

- Integrate neurodiversity awareness into regular DEI training for all employees.
- Establish ongoing partnerships with neurodiversity advocacy organisations for continuous learning.

- Annual inclusion audit completed.
- 90% of neurodivergent employees report satisfaction with workplace support.
- Long-term inclusion strategy formally adopted by leadership.



Monitoring and Reporting Structure

What gets measured matters.



1. Quarterly Updates

Share progress reports with leadership and employees.



2. Annual Review

Conduct a formal review of the neurodiversity inclusion program's impact.



3. Continuous Feedback

Create anonymous channels for employee suggestions and concerns.



'We believe deep insights and collective effort can change the human experience.'





AJ (they/them)
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